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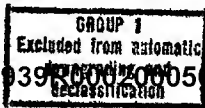
15 January 1969

MEMORANDUM FOR: Chief, Placement Division

SUBJECT : A Look at Ourselves

1. Employee Assignments Branch Placement Officers met to discuss subject memorandum. Attached are the suggestions they submitted.
2. My comments regarding their suggestions are as follows:
 - A. I must agree with the EAB officers' thinking that an ASB officer should sign the 1152 Personnel Appointment action especially if the signature on the 1152 is a certification that the new employee meets the qualification standards of the title and grade at which he is being appointed. This would mean that ASB would also be responsible for checking applicant qualifications to make certain they meet Agency standards for appointment on special pay scales such as GSF, GSS, GSD, etc.
 - B. I think that seeing all professional fitness reports would provide EAB officers with a better knowledge of the type of employees used and the functions performed in the area of their responsibility.
 - C. Changing the Fitness Reporting procedure is completely out of our control and there's nothing we can do about it. However, my feeling is that if employees were permitted to see reviewing official comments and reviewing officials were aware that they would be seen by the employee, the reviewing official would be less likely to make derogatory comments.
 - D. Agree that we should inform the personnel officer, if he doesn't already know, that an employee assigned to his component is looking for another assignment. Do not agree that we should interview all employees seeking

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reassignment. I agree that in most reassignment cases we should interview the employees before "shopping"; however, some reassignment cases are of the type that should not be seen by EAB officers.

- E. Do not believe EAB should see Resignation Actions. However, I do believe EAB should be immediately informed of professional employees who submit resignations. These employees should be interviewed by an EAB officer to determine the true reason for his decision to resign and an effort be made to "salvage" the employee by reassignment if the employee possesses qualifications needed elsewhere in the Agency and his reason for resigning is job dissatisfaction.

[REDACTED]
C/EAB

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Att

Distribution:

Orig & 1 - Addressee
1 - EAB Chrono

OP/DD/Pers/R&P/PD/EAB/[REDACTED] lrd (15 January 1969A)

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